

1. GENERAL

Sam Houston State University is committed to providing faculty development opportunities whenever feasible. This commitment entails the provision of opportunities wherein the faculty may develop interests and skills in administrative areas as well as in the more traditional areas of professional study and research.

2. PURPOSE

2.01 The purpose of the Faculty Administrative Leave Program is to provide an opportunity for a member of the tenured or tenure-track faculty, through a released-time arrangement or other arrangements, to acquire administrative experience and to contribute professional expertise by serving in a professional level administrative staff capacity in a selected administrative area for a specified period of time.

2.02 For purposes of the implementation of this policy, the administrative areas for possible leave assignment shall include the offices of the President, the Provost and Vice President for Academic Affairs, the Vice President for Enrollment Management, the Vice President for Finance and Operations, the Vice President for Student Services, the Vice President for University Advancement, the academic deans, and the chairs, coordinators, and directors of academic units. Opportunities for these leaves will be made known by the respective offices.

3. NATURE

3.01 Each leave participant will carry the equivalent of a full teaching load as defined in the current University Faculty Workload Policy. Accordingly the load will be defined to include a specified unit of released time for purposes of the leave.

3.02 The source of funding for the released time will be provided by the administrative area allocating the leave.

4. APPLICANT SELECTION PROCESS

4.01 Faculty interested in participating in the Administrative Leave Program will apply to have their names considered when internships become available.

- 4.02 The application shall include:
- a. A current comprehensive professional vita
 - b. A signature sheet bearing evidence that the appropriate department/school chair and academic dean have approved the application
 - c. A one-page statement indicating why the applicant is interested
- 4.03 The administrative area allocating the leave will post the position and will review candidates within the application pool that meet the requirements of the position.
- 4.04 It shall be the responsibility of the appropriate administrative officer to assemble any additional information required on the applicants, to conduct necessary interviews, and subsequently to develop a written recommendation addressing the award of the leave. All leaves shall be subject to approval by the appropriate vice president and the President.

APPROVED: _____ /signed/
Dana L. Gibson, President

DATE: _____ 04/11/11

CERTIFICATION STATEMENT

This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents Sam Houston State University's Division of Academic Affairs' APS from the date of this document until superseded.

Original Date:	February 15, 1980	Review Cycle:	February 1, ENY*
Reviewer(s):	Council of Academic Deans Academic Policy Council	Review Date:	February 1, 2012

Approved: _____ /signed/ _____ Date: _____ 04/11/11
David E. Payne
Provost and Vice President
for Academic Affairs

*ENY= Even Numbered Year